

## RETENTION AND DISPOSAL SCHEDULE

## APPROVALS

(Signatures)

NO OBJECTION TO DISPOSAL AND/OR RETENTION AS SET  
FORTH IN THIS SCHEDULE

FOR:	DEPARTMENT	ASSISTANT ATTORNEY GENERAL	DATE
DEPARTMENT OF MENTAL HEALTH		<i>Clarence D. Gennings</i>	1-22-92
DIVISION	DATE PREPARED	AUDITOR GENERAL	DATE
Community Mental Health Board	7-18-91	<i>James A. Smith</i>	2-25-92
THE RECORDS DESCRIBED HEREIN ARE DEEMED NECESSARY, (1) FOR THE CONTINUED EFFECTIVE OPERATION OF THIS AGENCY; (2) TO CONSTITUTE AN ADEQUATE AND PROPER RECORDING OF ITS ACTIVITIES; AND (3) TO PROTECT THE LEGAL RIGHTS OF THE GOVERNMENT OF THE STATE OF MICHIGAN AND OF THE PEOPLE. THE PROPOSED RETENTION AND DISPOSAL SCHEDULE MEETS THE ADMINISTRATIVE, LEGAL AND FISCAL REQUIREMENTS OF THIS AGENCY.		BUREAU OF HISTORY	DATE
		<i>Handie J. Clark</i>	12/26/91
		STATE RECORDS CENTER	DATE
		<i>[Signature]</i>	2/26/92
SIGNED: AGENCY REPRESENTATIVE	TITLE	STATE ADMINISTRATIVE BOARD	DATE
<i>William L. McShane</i>		<b>APPROVED</b> <i>[Signature]</i>	3-12-92

**State of Michigan**  
**Department of History, Arts and Libraries - Records Management**  
**Records Retention and Disposal Schedule**

DeptCode      DeptName  
 /39/CMH20/      *Community Mental Health Board*

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
4501B -	<u>Correspondence (SUP #2) - Policy Related Correspondence</u>	SUP+5	03/17/1992
4510 -	<u>Staff Activity Reports (SUP #20)</u>  These reports are prepared by each member of the staff and document work activities.	CR+1	03/17/1992
4511 -	<u>Statistical Reports (SUP #21)</u>  These reports are prepared monthly, quarterly and annually and provide information relating to services provided, etc.	CR+5	03/17/1992
4512 -	<u>Program Plans and Allotments (SUP #22)</u>  These records list the objectives of each program and details the budget and employee hours which will be utilized for each program. These plans are followed up by the report on the actual expenditures.	CR+5	03/17/1992

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Item Number	Series Title	Total Retention	State Administrative Board Approval Date
4520A -	<u>Audited Financial Statements - Historical Copy</u>	IND	03/17/1992
	These statements are prepared at required intervals and provide financial information relating to the Community Mental Health Board activity.		
4521B -	<u>Correspondence - Finance Policy Manuals (SUP #31)</u>	SUP+5	03/17/1992
4521C -	<u>Correspondence - Inspection Approval - Fire and Health Safety</u>	CR+5	03/17/1992
4523 -	<u>Accounting Records (SUP #33)</u>	CR+5	03/17/1992
	These records may include: audited financial statements, annual audit preparation workpapers, Summary by Account/Trial Balance, general ledgers, general journal entries, related source documents, additional documentation, etc.		
4524 -	<u>Payroll Records</u>	CR+5	03/17/1992
	These records include: employee time cards, payroll registers, payroll deduction registers, etc.		

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4525 -	<u>Cash Management Files</u>	CR+5	03/17/1992
	These files may include: written policies, daily cash receipts logs, pre-numbered cash receipts, bank reconciliations, cash receipts, journals, etc.		
4526 -	<u>Inventory and Equipment Records (SUP #34)</u>	CR+5	03/17/1992
	Includes annual inventory of fixed assets, inventory ledger, etc.		
4527 -	<u>Cash Disbursement Records</u>	CR+5	03/17/1992
	Includes Imprest Cash and Disbursement Vouchers, Travel Expense Vouchers, Payment Vouchers, Purchase Requisitions and Orders, Cash Disbursement Journals, purchasing policies documenting the bid process, related source documents, additional documentation, etc.		
4528 -	<u>Grant Files</u>	CR+5	03/17/1992
	Grants received and/or administered by Community Mental Health Boards. Includes the grant award, financial reports, final reports, related workpapers, etc.		
4529 -	<u>Patient Fees</u>	CR+5	03/17/1992
	Includes policies, procedures, approved fee schedule, pro-ration reports, third party billings, private pay billings, related revenue supporting documentation, etc.		

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4530 -	<u>Recipient Ledger Cards (SUP #37)</u>	EXP+5	03/17/1992
4535A -	<u>Case Files - Adults - Identifying and Summary Data (SUP #50)</u>  A case File is maintained for each person seeking service from the clinic who is seventeen years of age and older. Includes final face sheet, and final discharge summary, etc.	ACT+20	03/17/1992
4535B -	<u>Case Files - Adults - Clinical/Medical Portion of Case File</u>  Includes face sheets, patient history, initial interview, progress reports, permission for treatment, contact summary reports, doctor's disposition evaluation, termination sheet, etc.	ACT+20	03/17/1992
4535C -	<u>Case Files - Adults - Non-Clinical/Medical Portion of Case File</u>  Includes correspondence, information from other agencies, etc.	CR+6	03/17/1992
4542 -	<u>Monthly Budget Reports (SUP #62)</u>  Prepared monthly and forwarded to the Department of Mental Health providing current budget information.	CR+5	03/17/1992

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4543A -	<u>Case Files - Children - Identifying and Summary Data (SUP #63)</u>	ACT+20	03/17/1992
	A case file is maintained on each child under the age of seventeen seeking help from the regional program. Includes final face sheet, and final discharge summary, etc.		
4543B -	<u>Case Files - Children - Clinical/Medical Portion of Case File</u>	ACT+20	03/17/1992
	Includes face sheet, patient history, initial interview, progress reports, permission for treatment, contact summary reports, doctor's disposition evaluation, termination sheet, etc.		
4543C -	<u>Case Files - Children - Non-Clinical/Medical Portion of Case File</u>	ACT+6	03/17/1992
	Includes correspondence, information from other agencies, etc.		
4560A -	<u>Case Files - Identifying and Summary Data (SUP #70)</u>	ACT+20	03/17/1992
	A case file is maintained for each person seeking help from the treatment program. Includes final face sheet, and final discharge summary, etc.		
4560B -	<u>Case Files - Clinical/Medical Portion of Case File (SUP #70)</u>	ACT+20	03/17/1992
	Includes face sheet, patient history, initial interview, progress reports, permission for treatment, contact summary reports, doctor's disposition evaluation, termination sheet, etc.		

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4560C -	<u>Case Files - Non-Clinical/Medical Portion of Case File</u>	ACT+6	03/17/1992
	Includes correspondence, information from other agencies, etc.		
4570 -	<u>Client Files</u>	ACT+5	03/17/1992
	Applications for family support subsidy assistance for children 18 or younger. Includes early applications, birth certificates (copies), social security cards, Certificate of Disability, renewal applications, etc.		

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